



TAX, RECEIPTS & ALL MONEY DOCUMENTS FOR THE YEAR: _____



MONTHLY BANK STATEMENTS INCLUDED:

COMPLETE: ☐

JAN: FEB: MAR: APR: MAY: JUN: JUL: AUG: SEP: OCT: NOV: DEC:

BANK ACCOUNT #1: _____ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

BANK ACCOUNT #2: _____ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

OTHER #3: _____ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

OTHER #4: _____ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐



MONTHLY RECEIPT ENVELOPES INCLUDED:

COMPLETE: ☐

JAN: FEB: MAR: APR: MAY: JUN: JUL: AUG: SEP: OCT: NOV: DEC:

12 ENVELOPES INCLUDED FOR: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐



MONTHLY INVESTMENT/RETIREMENT STATEMENTS INCLUDED:

COMPLETE: ☐

JAN: FEB: MAR: APR: MAY: JUN: JUL: AUG: SEP: OCT: NOV: DEC:

STATEMENT #1: _____ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

STATEMENT #2: _____ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

STATEMENT #3: _____ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐



MONTHLY MORTGAGE &/OR HOUSING STATEMENTS INCLUDED:

COMPLETE: ☐

JAN: FEB: MAR: APR: MAY: JUN: JUL: AUG: SEP: OCT: NOV: DEC:

STATEMENT #1: _____ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

STATEMENT #2: _____ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐



MONTHLY INSURANCE & OTHER EXPENSE STATEMENTS INCLUDED:

COMPLETE: ☐

JAN: FEB: MAR: APR: MAY: JUN: JUL: AUG: SEP: OCT: NOV: DEC:

STATEMENT #1: _____ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

STATEMENT #2: _____ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

STATEMENT #3: _____ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐



GOVERNMENT + COMPANY TAX DOCS RECEIVED ARE: _____



OTHER NOTES AND \$ GOALS: _____

ADDITIONAL COMPUTER FILES ARE LOCATED AT: _____

YEAR END ASSETS OF _____ MINUS LIABILITIES OF _____ = NET WORTH OF _____

YEAR END SAVINGS TOTAL IS _____, OF WHICH THIS AMOUNT IS IN RETIREMENT ACCOUNT(S): _____

OUR TAXES HAVE BEEN FILED ON _____ AND WE EXPECT A TAX REFUND OR PAYMENT OF _____

OUR ACTUAL TAX REFUND OR PAYMENT WAS FOR THIS AMOUNT + COMMENT: _____